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NPIC/TSG/RED-192-70
14 September 1970

MEMORANDUM FOR: Research & Engineering Division Branch Chiefs
SUBJECT: FY-71 R&D Program Implementation Instructions

1. A Research & Engineering Division Catalog of FY-71 R&D Projects has now been compiled. It consists of the following:

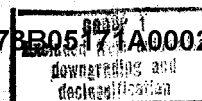
- a. Tabulations of R&D funds listed by R&D Category, Subset, and Project.
- b. Planning schedules covering the rate of expenditure of these funds.
- c. Narrative descriptions of individual projects.

2. This document will be our "bible." It will be the reference which will provide a running account of the current status of our FY-71 program. As such, it is absolutely essential that these documents be maintained current at all times. As projects change, the narratives must be altered, and the changes reflected in the document. As new projects are contemplated, narratives must be written and added to the existing program. Each individual branch chief will be held accountable for updating the narratives on those projects and programs being administered under his branch.

3. Seven copies of this RED Catalog will be distributed for RED FY-71 R&D program management support. One copy for C/RED, which will be the master reference copy, one for DC/RED, one for SA/PA/RED, and one for each of the RED Branch Chiefs. The Division secretary will be the responsible authority for maintaining and updating the master reference copy and distribution of change notices to the remaining six catalog holders. Their respective secretaries will be responsible for incorporating this change information.

4. Changes will be initiated in a manner similar to that described in the RED/SOP#1, RED Project Naming Procedure, paragraph 3. The R&D Project Name Submission Memorandum should be used with the subject changed to "R&D Project Description Submission (or Change)" whichever is appropriate.

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Changes may consist of simple pen and ink changes regarding the budget or schedule, or complete rewrites, or new submissions of a Project Description which should be attached to the Project Description memorandum. Once these memos have been properly signed off, they will be routed to the Division Secretary for preparation and distribution of the change notice and filing of the change submission memo.

5. Assignment of the project to a given RED Branch will be the responsibility of the DC/RED or his representative. This information will be provided on the change notice if appropriate. Each Branch is only responsible for updating its copy of the RED Catalog on those projects for which it has the assigned responsibility; however, all the Project Descriptions and/or their change notices will be routed to each RED component holding a catalog. This volume will be dynamic in nature and can only be truly useful if the information therein is maintained current. It will take the cooperation of all the individuals involved, branch chiefs, project officers, and the secretarial force, to make the system work.

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Chief,
Research & Engineering Division

Distribution:

- Original - RED/SOP File
- 1 - C/SDB
- 1 - C/SRB
- 1 - C/ATB
- 1 - C/RSB
- 1 - RED/Chrono

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